



# Christmound Assembly

222 Fern Way Black Mountain, NC 28711

"A place for all to discover community, acceptance and purpose"

## Group Reservation Contract

Name of Group: **Oveaters Anonymous** Anticipated Number: **40** Today's Date: **12/17/2020**  
 Contact Person: **Richard Willis** Type of Event: **Adult**  
 Address:  
 City, State, Zip:  
 Office / Day Phone: Cell Phone: **704-534-6014** Email: [rhwillis51@gmail.com](mailto:rhwillis51@gmail.com)  
 Start Date: **September 24, 2021** End Date: **September 26, 2021**  
 Arrival Time: **3:00pm** Departure Time: **11:00am**

**Full payment is due on: 9/17/2021** Payment may be check, cash, or credit card  
 Groups that wish to delay payment past the due date will be charged an additional 15%.

**Lodging:**  
 All lodging is smoke-free. Violations of this policy will result in a fine of \$250 per night per room. Pets in rooms: add \$50 per room.

Guest House		# Rooms	# Nights	Totals
\$60 - \$110	31 rooms, motel-style, Linens included	20	2	\$ 4,400.00
\$100 - \$155	Guest House Suite 1 - sleeps 8			\$ -
\$100 - \$155	Guest House Suite 2 - sleeps 4			\$ -
\$110 - \$175	Guest House Apartment - sleeps 4			\$ -

Watson Cottages		# Nights	
\$110 - \$175	Millie - 1 queen, 1 bunk, 1 sleeper sofa; kitchen; sleeps 6		\$ -
\$110 - \$175	George - 1 queen, 1 bunk, 1 sleeper sofa; kitchen; sleeps 6 Linens included		\$ -

Group Lodge		1 Night	2 Nights	Weekly	
\$250 - \$450 / night	Renting the entire building - 4 rooms, bunkbeds, living room, fireplace, kitchenette, Sleeps 32 (Pillows and Blankets provided)				
\$500 - \$750 / weekend		<b>Rental:</b>			\$ -
\$900 - \$1500 / week					

Davis Hall		1 Night	2 Nights	Weekly	
\$200 - \$400 / night	6 Rooms with Double Bed and half bath				
\$400 - \$650 / weekend	6 Rooms with Single Bed and half bath				
\$750 - \$1200 / week	Sleeps 33 (Pillows and Blankets provided)	<b>Rental:</b>			\$ -

Cabins		# Cabins	# Nights	
\$50 - \$90 / night	Family Cabin - # 5 (sleeps 6) (Pillows and Blankets provided)	1	2	\$ 180.00
\$50 - \$90 / night	Family Cabin - # 6 (sleeps 4) (Pillows and Blankets provided)	1	2	\$ 180.00
\$40 - \$80 / night	Camp Cabin - 8 Cabins - bunkbed Style; sleeps 8 (No Linens)	2	2	\$ 320.00

Pogue RV Park		# Sites	# Nights	# Tent Campers	
\$25 - \$45 / night	RV Site (9 sites with water & electric)			-	\$ -
\$5 - \$10 / night	Tent Site per Site				\$ -

Meeting Space - Small		# Days	# Rooms	Less Discount	
\$50 - \$100	Mtng Rm 1, Mtng Rm 2, GH Upstairs Lobby				\$ -

Meeting Space - Medium		# Days	# Rooms	Less Discount	
\$150 - \$300	Conference Room A,B; Assembly Hall, Creekside Dining Hall				\$ -

Meeting Space - Large		# Days	# Rooms	Less Discount	
\$200 - \$400	Aldridge Hall				\$ -
\$250 - \$500	Dining Hall - Conference Side				\$ -
\$200 - \$400	Dining Hall - Creek Side				\$ -

Outdoor Space		# Days	# Spaces	Less Discount	
\$35 - \$65	Recreation Area - Fire Pits, Ball Field, Bball Black top, Volleyball, Playground				\$ -
\$35 - \$65	Worship Areas- Watters Garde, Blackwood Haven				\$ -

Miscellaneous Fees:	Low Ropes Challenge Course	Pets	Pool	Tech	Grill
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# / occurrence: \$50 / hour \$50 / room \$50 / hour \$50 / event \$25 / grill \$ -

**MEALS**

Meals will be discussed and agreed upon with the Director of Dining. Once dining is agreed upon, the information will be added and the contract will reflect the new total event cost. The guest is responsible for providing a deposit totaling 25% of Facility and Dining charges. The contract reflecting Facility and Dining charges will be sent after Dining Agreement made.

**Meal Cost Example**

		# people	# Bfasts	# Lunches	# Dinners		
<b>Buffet - self-serve</b>	<i>Self-serve; all you can eat</i>						
	<b>\$10 / \$12 / \$15</b>	40	2	1	2	\$	2,480.00
<b>Buffet - staff-serve</b>	<i>Staff-serve; 1-2 servings per person</i>					\$	-
	<b>\$8 / \$10 / \$12</b>						
<b>Boxed Meals</b>	<i>for groups on the go!</i>					\$	-
	<b>\$5 / \$6 / \$7</b>						
<b>Cookouts</b>	<i>available for lunch or dinner</i>					\$	-
	<b>\$12</b>						
<b>Conference Room Catering</b>		<b>Small</b>	<b>Medium</b>	<b>Large</b>			
	<b>Snacks and Drinks</b>	<b>\$2</b>	<b>\$3</b>	<b>\$4</b>	<b># Catered</b>		
	<i>Number of People:</i>					\$	-
	<b>Party Trays</b>	<b>\$25</b>	<b>\$35</b>	<b>\$50</b>	<b># Catered</b>		
	<i>Number of People:</i>					\$	-
	<b>Sub-Total:</b> (Estimated Event Fee)					\$	7,560.00
	<b>Conference Fee:</b> (Ex. Biltmore, Tupelo, French Broad, Supplies, Concert)					\$	-
	<b>Deposit:</b> (25% of sub-total - required to confirm reservation)					\$	1,890.00
	<b>Balance Due after Deposit:</b>					\$	5,670.00

**Deadlines:**

	1/7/2021	Return signed contract with Deposit.
30 Days before event:	8/25/2021	Update the total number of people anticipated for your event.
		Send schedule of event to Christmount. Include meeting times, meals, arrival and departure times.
		Send menu selections and any special requests - food allergies, handicap accessibility needs, etc.
14 days before event:	9/10/2021	Pass along any updates in numbers, schedules, meals, or special requests for your event. Request updated estimate of invoice for your event. Submit updated invoice for payment to event treasurer.
3 days before event:	9/21/2021	Communicate final number and any changes to Christmount. Group is responsible for payment of at least 90% of Final Number. Ex: Final Number = 100. Actual Number = 80. Invoice will = 90.

**Cancellation Policy**

	before:	<b>Deadline:</b>	
90 days or more:	before:	<b>6/26/2021</b>	Full Refund of Deposit less 10% for administrative processing fee.
60-89 days:	before:	<b>7/26/2021</b>	50% Refund of Deposit
30-59 days:	before:	<b>8/25/2021</b>	25% Refund of Deposit
Less than 30 days:			Group will be responsible for 50% of Estimated Event Fee

No refunds for cancellations with less than a 30 day notice unless we are able to rebook your reservation(s); in that event, the amount received from another party for your reservation dates will be refunded, less a \$50 processing fee. Any change in reservation dates will result in a \$15 processing fee. Weather-related conditions do not change the terms of the cancellation policy.

**Group Responsibilities / Christmount's Policies**

Christmount Christian Assembly, Inc., under the terms of this agreement, is acting as a landlord and as such is not responsible to perform such duties as health care, first aid provision, supervision of guest behavior, or supervision of recreational activities. It is the responsibility of the Group Leader as the agent of the lessee group to provide for these services.

A published list of Christmount's policies is sent to every group along with information about each group's responsibilities toward Christmount.

The group leader is responsible for ensuring that the group members follow Christmount's policies.

Christmount Christian Assembly is incorporated in the State of North Carolina as a nonprofit, religious, educational assembly.

Groups using the Assembly should meet the following criteria:

- a. Provide an opportunity for religious OR educational instruction in the program OR be sponsored by a church, service organization, government agency, school, or family.
- b. Comply with the Civil Rights Act of 1964 which states: "The rules for acceptance and participation in the program are the same for everyone without regard to race, color, or national origin."

**Hold Harmless Agreement**

Lessee (contracting group) agrees to indemnify, hold harmless and defend lessor, and all of the lessor's officers, agents and employees from and against all liability for injuries to or deaths of persons or damage to property caused by lessee's use of, occupancy of, or operations upon the premises, provided, however that this covenant shall not extend to liabilities incurred for any negligent acts or omissions on the part of lessor and its officers, agents, or employees.

We will not hold Christmount liable for participant accidents or injuries occurring while traveling to or from Christmount,

or while participating in activities on or off Christmount property during the Event dates.

We will provide Christmount with a certificate of liability insurance showing available coverages listed and listing Christmount as an additional insured.

**By signing this contract, I agree to all Christmount terms, procedures and regulations.**

*Lisa LeVine*

12/17/2020

Signature: Contracting Group's Representative

Date

Signature: Christmount Representative

Date

Rev 12/17/20